

Construction Workshop Attendees Checklist

The following list is meant as a guide to those responsible for inviting meeting participants to construction workshops. Every project team is different and the participants will vary from project to project. The ADOT RE and Contractor's Project Manager will prepare a list of workshop participants based on who will be responsible for ensuring the needs of the project are met. It is not necessary to have multiple representatives from each stakeholder group attend the construction workshops. Individuals who will be directly involved in, and who have a direct affect on the project should attend. The following list of potential and mandatory attendees is intended to be used as a reference for anyone who coordinates workshops.

In order to ensure optimal workshop success, it will be necessary to customize the list of participants to fit the project.

Yes/No	Title	Contact Name
	Should Attend:	
	ADOT Resident Engineer or Project Supervisor	
	Contractors Project Manager (Prime)	
	Lead ADOT Inspector	
	Contractor's Foreman	
	ADOT Project Manager	
	Technical Support (drainage, electrical, materials, roadway structures, traffic)	
	Maintenance	
	Suppliers	
	Sub-Contractors	
	Partner Stakeholder Representative (FHWA, Cities/Towns, Counties, COG, MPO, BIA, BLM, ADEQ, ASLD, Tribal Communities, USFS)	
	ADOT Public Involvement Officer (PIO)	
	Workshop Facilitator	
	Attend if Possible:	
	District Engineer	
	Assistant District Engineer	
	Construction company CEO (Prime)	
	Civil Rights Office representative	
	CCP Partnering Outreach representative	
	Field Reports representative	
	Environmental Planning representative	
	Law Enforcement representative	
	Utility company representative	
	Attend as Appropriate:	
	Construction Engineer	
	Designer	
	Landscape	
	Right of Way Group	
	Roadway Engineering	
	Utility and Railroad Engineering	
	Always Copy:	
	PartneringInfo@azdot.gov	